

TO: Deer Park CAER/LEPC Team
SUBJECT: Minutes of January 22, 2008 - Hosted by the City of Deer Park

CALL TO ORDER

Ron Crabtree, Chairman, called the meeting to order at 11:00 a.m.

INTRODUCTIONS

Sara Moore, Harris County Precinct 2, introduced herself. Sam Pipkin, Director Emergency Services for City of Deer Park, introduced the city's first full time Fire Marshall, Rusty Rogers. Ed Hawthorne, Shell, introduced himself as a returning member and Chairman of the Transportation Subcommittee.

PRESENTATION – ROHM & HAAS TEXAS

Chairman Crabtree called upon Ray Cook of Rohm & Haas Texas for a presentation of facts regarding a Level III incident on December 14, 2007.

Mr. Cook reported, "On December 14, 2007 Rohm & Haas had a short incident where we lost power to our SO2 blower. At the time of the incident, the wind was from the southeast at about 10 mph. We noticed a small blue cloud moving towards the ship channel which actually disseminated by the clearing at the old Cargill facility. Because there was offsite visibility, we started our notification process and within minutes had notified the North Channel LEPC, Coast Guard, our neighbors and the Deer Park LEPC."

Terry Sells continued the report, "The SO2 blower has a vacuum with three furnaces, and is a Sulfuric Acid unit. There was a short duration when the air pressure was not regulated which resulted in the blower closing and loosing vacuum. This was considered a Level III although we were down and back up in about five minutes. We are looking at the pressures for the different units in the facility, the dedicated surge tanks and specified valves to ensure this doesn't occur again. We have backup, but this was a rare blip."

Ed Hawthorne asked, "Did you communicate with the Deer Park LEPC and the North Channel LEPC? Did the Deer Park LEPC notify the North Channel LEPC? Was the Group Zero notified?"

Mr. Sells advised communications were made with both Deer Park and North Channel, however he was not aware of their procedures past the notification phase.

Sam Pipkin answered, "The Deer Park EOC was paged out, but there was no Group Zero notification. The wind was from the southeast blowing across the ship channel and, therefore, Deer Park was not affected."

Chairman Crabtree commented, "We will check to see if the Deer Park EOC notified the North Channel LEPC. I know the Pasadena and LaPorte LEPC's were notified as part of our standard procedures."

Mr. Cook commented, "We notified everyone simultaneously even though we know Deer Park follows up."

Chairman Crabtree commented, "Sam and I met with representatives from Rohm & Haas and discussed the city's and their interaction during the process, and determined the communications went well. The Deer Park EOC was organized for approximately fifteen minutes before we received the all clear message from Rohm & Haas."

MINUTES

Motion was made by Sam Pipkin and seconded by Don Davis to approve the minutes of November 27, 2007. Motion carried unanimously.

FINANCIAL REPORT

Motion was made by Don Davis and seconded by Sam Pipkin to accept the financial report for November and December, 2007 as follows:

LEPC Fund Balance	\$ 54,883.79
Wally Wise Guy Campaign	\$ 12,220.02

Motion carried unanimously.

CORRESPONDENCE

Chairman Crabtree read a letter from the San Jacinto Battleground State Historic Site, Texas Parks & Wildlife, thanking the Deer Park LEPC for highlighting them in the 2008 Calendar. (Exhibit A)

COMMITTEE REPORTS

Ron Crabtree, Chairman Executive Committee, reported:

Allocation of 2007 Funds – "Based on the remaining balance for 2007, the Executive Committee has determined the 2007 fund balance to be approximately \$41,000 which will allow the use of \$15,000 from the 2007 funds towards the 2008 Budget resulting in a reduction of member contributions for 2008. Therefore, the Executive Committee would like to recommend to the LEPC \$15,000 be committed to the 2008 Budget." Motion was made by Chuck Wolf and seconded by Don Davis to accept the Executive Committee's recommendation and apply \$15,000 of unspent 2007 funds towards the 2008 Budget. Motion carried unanimously.

Employee Counts – Chairman Crabtree asked Sandra Watkins, LEPC Secretary/Treasurer, to comment on the Employee Counts for 2008. Ms. Watkins advised the LEPC that to complete the billing process for the 2008 Budget the employee count for 2007 would be required. The names of those companies not having submitted their current employee count were read to the team.

Sam Pipkin, Chairman Communication Subcommittee, reported:

RMP – “Attached to your agenda is a listing of those companies who have and have not returned their RMP information. We want to finalize this information by the end of February and ask that each industry provide their updated information.” (Exhibit B)

Grant – “We applied for the LEPC grant again this year using the calendar and will be receiving \$16,000 in February or March, and this money will be used towards the 2009 Budget. We will continue to apply for the LEPC grant on an annual basis. Last year it was for the drill, this year the calendar, and next year possibly the drill again. There were more applicants this year than last, so we received less, but they did spread the funds around so everyone received something.”

Chairman Crabtree thanked Mr. Pipkin for his efforts in securing the grant.

E-Notify – Chris Hext, Lubrizol, asked, “What is the status of the E-Notify System?” to which Mr. Pipkin replied, “We are working with the vendor to finalize installation, and are on the brink of being on line so that we can coordinate with industry.”

David Wade, Harris County OEM, stated, “Harris County is on line with the e-recorder.”

Rick Deel asked if the fees for e-notify would be combined for Deer Park and LaPorte. Mr. Pipkin said he was not aware of that, but that he would consult with the vendor.

David McKinney, Chairman Community Awareness Subcommittee, reported:

2008 LEPC Calendar – “The calendar is out, and we believe it is the finest one ever. We want to thank Russ and the Park for their nice letter, and for their contribution of photographs and historical data which helped make the calendar a possibility. We will have trouble topping this one. We are open to ideas for the 2009 Calendar.”

Community Meetings – “We sent out ten letters to non-profit organizations regarding the Shelter-In-Place program and will be setting up meetings throughout the year with them.”

Household Hazardous Materials Collection Day – “Clean Harbors has taken the lead role in conducting the HHMCD over the past several years, but will not be able to continue. We need to discuss whether Deer Park wants to continue this event on a yearly basis or change to every eighteen or every other year, etc. Another option would be partnering with other communities. If we are going to continue the event, we need people to step up to help organize and work the event.”

Chairman Crabtree commented, “Since the Executive Committee meeting, I have spoken to the city’s Sanitation Supervisor regarding hazardous materials. On a regular basis, the city takes in certain materials, and through a cooperative effort with Clean Harbors are able to dispose of the materials for a nominal fee. The City’s permit does not allow collection of some items that we have traditionally taken during the HHMCD event under the Clean Harbors permit such as pesticides and paints. The citizens are conditioned, after some twenty years, to the HHMCD event and save up materials throughout the year. I would like to have a meeting with the Community Awareness Subcommittee and our Sanitation Supervisor to formulate a recommendation for the LEPC to consider and take action on.”

Mr. McKinney commented, "This is a one day event each year. One thought would be look at a half day event more frequently throughout the year which would require less staffing. We will work with the city and bring a recommendation back to the LEPC in February."

ACTION ITEM: *Community Awareness Subcommittee present recommendation to LEPC on continuation of HHMCD at February meeting.*

Tracy Roberts, Chairman Emergency Response Subcommittee reported:

2007 Drill - "The Emergency Response Subcommittee met on January 17, 2008 to finalize the open action items from the 2007 tabletop drill, and everyone has completed their action items. I will provide a full copy of the report to Ms. Watkins if anyone wishes to review the report. The school district will be sending out letters to the parents regarding procedures for students who may be at a bus stop when a shelter-in-place is issued. The fire department has completed their work on plume modeling, and we have confirmed the procedures for utilizing the command bus. We are looking at another tabletop on communications in 2008, and a full scale drill in 2009 with Minh Foods."

Chairman Crabtree asked if a timeframe had been established for the 2008 drill to which Mr. Roberts advised the LEPC that the committee is looking at September, 2008.

Ed Hawthorne, Chairman Transportation Subcommittee, reported:

Committee Planning Meeting - "The Transportation Subcommittee will meet February 11, 2008 at Fire Station #1 from 10:00 – 11:30 a.m. to work on our 2008 goals. I am also meeting with Chris Hext to discuss some ideas for the Transportation Subcommittee to review for action."

ACTION ITEM: *Transportation Subcommittee present 2008 goals to LEPC at February meeting.*

NEXT MEETING

The next meeting wills February 26, 2008 at Deer Park City Hall.

ATTEST:

APPROVED:

Sandra Watkins, TRMC, CMC
City Secretary

Ronald V. Crabtree
Chairman